



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (GENERAL)

\$2,551 - \$3,103

PRODUCER LICENSING BUREAU

EDUCATION AND EXAMINATION PROGRAMS

SACRAMENTO

RESPONSIBILITIES:

Under general supervision from the Staff Services Manager I, Education and Examination Section, the incumbent performs office support duties such as make photocopies, route incoming correspondence and faxes, fill supply orders, assemble packets for mailing, respond to telephone calls and e-mails from the examination proctor, etc.; performs administrative functions such as record and coordinate employee attendance information, maintain and distribute attendance or other personnel related documents, etc; and performs a variety of duties regarding the department's licensing examination program, such as reschedule examination appointments, schedule fingerprint appointments, personally respond to requests for special accommodations from examinees, reconcile fingerprint reports, work with office staff and the Department of Justice and the Federal Bureau of Investigations to resolve issues related to fingerprinting, maintain/update departmental databases and spreadsheets by inputting license information, examination dates, examination results, etc., issue licenses, process refund requests, perform special assignments or other examination related duties, and perform as a back-up in the absence of co-workers.

DESIRABLE QUALIFICATIONS:

Candidates should possess the ability to work independently, work cooperatively with others, and deal tactfully with the public have; have good interpersonal skills; good verbal and written communication skills; good grammar and spelling; be comfortable with computers; be dependable; exercise good judgment; be able to handle multiple assignments efficiently and in a timely manner in a fast paced environment; and have good attendance.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician (General) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Ida Amaro, Department of Insurance 320 Capitol Mall, Sacramento, CA 95814. **Please indicate "OT (Gen) #145-1138-XXX" on the State application.** For additional information, please call (916) 492-3005.

FINAL FILING DATE: **June 11, 2007**

NOTE: **Interested individuals must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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